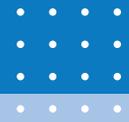


Checklist for School Event Planners



What can schools do to create a Safe and SMART Event?

Before the Event:

Location

- Host events outdoors wherever possible or provide outdoor space for eating and drinking when possible.
- If indoors, improve the [ventilation](#), filtration and overall air quality.

Local Considerations

- Follow local and regional COVID-19 news to track the prevalence and severity of disease in your area. Check your [local health department websites](#) for the most current information about your community or the [CDC COVID-19 Community Levels by County Map](#).
- Ensure compliance with local and [state guidance](#) or requirements.

Attendee Considerations

- Plan options for those attendees who are at [high risk of severe disease](#), such as older Californians and people who are immunocompromised (for example, virtual event options, reserved hours, etc.).
- Consider mechanisms to collect contact information and notify attendees and staff if someone at the event becomes sick or was exposed to someone with COVID-19.

Communication to Staff and Attendees

- Encourage all staff and attendees, prior to leaving home, to monitor their own health and stay home if sick or have [symptoms](#).
- Encourage event attendees to [be vaccinated](#).
- Inform all about prevention strategies that will be in place at the event ahead of time, including any vaccine, testing or masking requirements or recommendations for attendees.
- Inform all about tools for safety promotion such as masks, vaccination, test checks and signing up for [CA Notify](#).
- Inform all about what to do in case of exposure to COVID-19 at the event.
- Make sure all information provided is accessible to all persons who may want to attend the event (different languages and formats).

During the Event:

- Encourage masking of attendees and staff (per [current CDPH mask guidance](#)) while indoors.
- Supply masks upon request to attendees.
- Ensure attendees and staff are following COVID-19 protective practices established by the venue.
- Post signage to communicate COVID-19 policies or post the Checklist for School Event Attendees.

After the Event:

- Inform attendees, employees and local health authorities of any cases or an outbreak.



For more information about planning or attending Safe and SMART events please read our [Safe and SMART Events Playbook](#).

